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**ASHIR**

Nationality: Pakistani
Date of Birth: November 21, 1986
Religion: Christianity
Marital Status: Married

 **Profile Summary**

To work in a friendly environment and have the ability to work as individual and also with the team and aim of providing the best service.

**Work Experience**

One and half year working experience at “**PREMIER GROUP AGENCIES**” In IT department.

Five Months Worked as a Cashier at Wholesale Agency.

Eight Months Working Experience sales and marketing in Telenor Company in Pakistan.

Worked as a document controller cum assistant accountant “ Saint Philip’s School Tando Jam.

2009-2010 Computer teacher in St, Paul’s high school Tando Jam, District Hyderabad Sindh Pakistan.

2012- January 2014 Secretary cum accountant “**SINDH JOSHUA ASSOCIATION**” , PAKISTAN.

**Education**

**2012
University of Sindh Jamshoro**
B.COM Bachelor of Commerce

**2009
Intermediate from Government Degree College**

**2007
Matric from Saint Paul’s High School**

**Courses , Certification And Participation**

(DCBM) 1 Year Diploma in Computer and business management from Faith College of Information Technology Hyderabad. ( Sindh Board of Technical Education Karachi ).

1 Month training on leadership skills and time management.

3 Months Computer hardware course from Decent Institute Tando Jam , District , Hyderabad.

6 Month Course on Microsoft Word , Microsoft Excel , Microsoft Powerpoint, Internet Skills. Windows installation , networking from Decent Institute Tando Jam , District , Hyderabad.

**Skills And Summary Of Qualifications**.

Bachelor in Commerce ( B.COM).
Excellent Communication Skills In Organization.
Good Interpersonal, Finance, Management and Communication Skills.

**Managerial Skills**

Ability to handle multiple tasks.
Ability to work both independently and as part of a team.
Ability to allocate and review priorities and meet deadlines.

**Languages**

Speaking , Writing and reading of English fluently.
I have good communication skills in English , Urdu , Punjabi , Hindi.